

**FUNCTIONAL STATEMENT  
FOREIGN DOCUMENTS BRANCH, OFFICE OF OPERATIONS**

1. Screens and catalogs foreign-language documents of intelligence value, including foreign periodicals and the press, prior to exploitation.
2. Exploits foreign-language documents including documents in German Military Documents Section, Department of the Army, periodicals, books, pictures, records, and the press for intelligence information.
3. Determines, within requirements and priorities by area and subject developed by ORE, the sequence of individual exploitation and translation tasks.
  4. Coordinates with:
    - a. Office of Reports and Estimates for the development of requirements and priorities by area and subject for acquisition, exploitation and translation of foreign-language documents of intelligence value.
    - b. Office of Special Operations in jointly determining priorities for special translations for OSO.
    - c. Office of Collection and Dissemination in surveying sources of foreign-language documents of potential intelligence value.
5. Maintains technical liaison with similar activities as authorized by Assistant Director for Operations.
6. Prepares abstracts, translations, extracts, summaries and compilations from foreign-language documents to meet established requirements.
7. Furnishes:
  - a. To OCD abstracts, translations, extracts, summaries, compilations, Industrial Card File data, bibliographical data, biographical data and Intelligence Catalog Cards resulting from exploitation of foreign-language documents.
  - b. To OSO such direct translations as security considerations may require.
8. Provides a central translation service for CIA and plans further development for the purpose of eventually providing such central service for all intelligence agencies.

9. Makes continuous surveys to discover sources of foreign-language material having a foreign intelligence potential.

10. Recommends disposition of foreign-language documents to which CIA has title.

\*\*\*0\*\*\*

May 1948